Overview

Preface

The *Electronic Data Exchange (EDE) Technical Reference* is designed to meet the reference needs of programmers and data processing staff.

The Department of Education (ED) provides two types of software to EDE participants:

- EDExpress for Windows software for processing student financial aid. Using EDExpress Financial Aid Administrators (FAAs) can enter and edit electronic initial FAFSAs and electronic corrections. They can create duplicate requests, track documents, student aid packages, originate loans, and track disbursements for Pell and Direct Loans, and send signature records for FAFSA on the Web, Renewal FAFSA on the Web, and Corrections on the Web applications.

- EDconnect software for sending and receiving electronic files.

Many EDE participants need specifications for these functions to develop their own software or to develop software bridges between their own systems and EDExpress.

This guide provides sufficient information for you to build your own software to complement or take the place of the software provided by ED for sending and receiving Free Application for Federal Student Aid (FAFSA) data. It includes information about record layouts, required edits, print assistance, and reject messages that are applicable for electronic FAFSAs, Institutional Student Information Records (ISIRs), electronic corrections, and signature records.

The EDE process is described in this section with additional information in the EDE Processing section. There are numerous references to the use of EDExpress software, so this guide is a useful reference tool because the processing steps remain essentially the same.

Header and Trailer Records

Each batch of electronic records for FAFSAs, corrections, duplicates, Type 2 Renewal Application Data (RAD) requests, Institutional Student Information Records (ISIRs), signature records, and Federal Data Requests (FDR) travels over the Student Aid Internet Gateway (SAIG) with a Header and Trailer Record for identification.

You should refer to the Record Layouts section for instructions on individual Header and Trailer Record layouts (refer to Header Record Sent To/Received From the CPS and Trailer Record Sent To/Received From the CPS).

Electronic FAFSA

An Electronic FAFSA begins with a signed Free Application for Federal Student Aid (FAFSA) that is completed by the student. The data is entered by the school, exported to create a file, formatted, and transmitted via the SAIG to the Central Processing System (CPS). Processed FAFSA Records are transmitted back to the school's destination point as ISIRs in separate message classes for FAFSAs called EAPS04OP.

The Record Layouts section includes information on record layouts including the FAFSA Application Export Record Layout (EAPS04IN). Reject codes are found in the Processing Codes section. How to handle rejected FAFSAs is located later in this section and in the EDE Processing section. The Printing section includes details on printing ISIRs.

Renewal FAFSA Process

Each year CPS creates a Renewal FAFSA for each student who is eligible to participate in the Renewal Application process. The Renewal FAFSA is a tremendous time-saver for students; it carries forward most of the data provided on the prior cycle's FAFSA. Students only update information that has changed and complete certain income and asset questions.

CPS automatically sends PIN mailers instead of paper Renewal FAFSAs to eligible applicants whose grade level in college equals fifth year undergraduate, or first year graduate, professional, or higher. CPS also sends PIN mailers to students who used the Internet to submit a FAFSA or make corrections. Students who supplied a valid e-mail address on their application will receive a PIN notification by e-mail.

Schools can also request that specific students or groups of students receive a PIN instead of a paper Renewal FAFSA. Schools can request PINs be mailed to students by submitting either a PIN Request via FAA Access to CPD on-line or a 'Type 2 Individual PIN Request' via the Student Aid Internet Gateway (SAIG).

School Eligibility to Make PIN Requests

To participate in the PIN Request process via the FAA Access to CPS Online site or Type 2 requests via SAIG, your school must:

- Have completed and filed a SAIG Enrollment Form that requests specific services for an EDE process (such as receiving electronic automatic ISIRs). The SAIG Enrollment process can be completed at **FSAWebEnroll.ed.gov**;

- Have an active enrollment status for your Federal School Code, which means you have correctly indicated on your SAIG Enrollment Form the Federal School Code you plan to use to perform the specific processes;

- Ensure your Federal School Code has an active enrollment status for Renewal Applications. Your enrollment status is designated on your school's SAIG Enrollment Form with CPS/WAN Technical Support; *and*

- Be set up to receive electronic automatic ISIRs for the 2002-2003 academic year for the destination number (TG#) you use to submit your PIN Request.

If your school is not properly enrolled for Renewal Applications, you cannot make PIN requests. If you do, you will receive error messages or rejected batches (or both) when you submit a PIN Request. If you want to verify or update your status for electronic automatic ISIRs or Renewal Applications, you can contact CPS/WAN Technical Support at 800/330-5947. For additional information on the PIN request process, please refer to Section 2, EDE Processing, in this technical reference.

What's New for the Renewal FAFSA process for 2003-2004?

- An e-mail will be sent to students who provided a valid e-mail address on their 2002-2003 record. The e-mail will include the URL that students can access to receive a reminder of their PIN (duplicate PIN). If no e-mail address was provided, or the syntax of the e-mail is invalid, a PIN Mailer is sent via the U.S. Postal Service.

- 2002-2003 applications that we received via FAA Access to CPS Online are treated like electronic applications. Students will receive an e-mail if they provided a valid e-mail address. Otherwise, they will receive a paper Renewal FAFSA.

- The PIN request file will be sent in the RADD04IN message class and the RAPP/PIN Print Notification File will be returned to schools in the PINR04OP message class. Last year the RAPP/PIN Print Notification File was returned in the RADD03OP message class.

- If a student qualified for the Auto-Zero EFC for 2002-2003, we will pre-populate the tax and income information on the form.

- Tax line references were added to the Renewal FAFSA, instruction booklet, and Renewal FAFSA on the Web site.

- All Renewal FAFSA eligible records are checked against the NSLDS Payment School File to determine if any institutions have made payments to the student. If the Renewal Record matches any record on the NSLDS file, those school codes will be pre-populated in the school code positions. All other school codes will be removed. If no match with NSLDS occurs, the existing school codes will carry forward.

Refer to the *Renewal Application (RAD) Process Guide* for more details regarding the PIN request and the RAD process. The *RAD Process Guide* can be found on ED's Federal Student Aid Download (FSAdownload) Web site located at **FSAdownload.ed.gov** as well as **ifap.ed.gov**.

Institutional Student Information Record (ISIR)

CPS generates an ISIR in response to:

- Electronic Free Application for Federal Student Aid (FAFSA), correction, or duplicate request from your school.

- Electronic FAFSAs and corrections done by another school. You will receive the resulting ISIR if your Federal School Code is listed on the transaction.

- Web FAFSAs or corrections using FAFSA on the Web, Renewal FAFSA on the Web, or Corrections on the Web.

- Paper FAFSAs or corrections to a Student Aid Report (SAR) if your Federal School Code is listed on the transaction.

- Secondary post-screening transaction from NSLDS or INS.

- An application or correction submitted via FAA Access to CPS Online.

CPS sends Automatic ISIRs to destination points for every student indicating a school serviced by the destination point on the FAFSA, and to state agencies which elect to receive ISIRs for legal residents or students indicating a school in that state. The Record Layouts section includes details on the ISIR Record layouts. The Processing Codes section includes information on comment codes, verifiable rejects, and how to respond to each.

State agencies can request ISIRs for any student on CPS database. This process is known as the Federal Data Request (FDR). The record layouts for FDR (FDRS04IN), are in the Record Layouts section, and the procedures for the FDR process are in the EDE Processing section.

The Printing section contains specifications for printing the ISIR.

Electronic Corrections/Duplicate Requests

Schools can submit corrections to the FAFSA data electronically. The Record Layouts section includes the record layouts for submitting corrections (CORR04IN).

Schools can make duplicate requests to receive a specific ISIR transaction for a student provided their Federal School Code is listed on that transaction. The Correction and Duplicate Request Record layouts are found in the Record Layouts section and are submitted in the CORR04IN message class.

Information about adding your Federal School Code to receive electronic data, making signature corrections, requesting a duplicate ISIR, and using the Correction Record are found in section 2, EDE Processing.

Handling Record Level Rejected Records

If the specifications in this guide are not followed on a particular record, an EDE Record Level Error Report file is transmitted to you and may be printed as an error report. (The layout is in the Record Layouts section.)

The EDE Record Level Error Report contains the record's serial number, the student's ID, the transaction number, last name, first name, the SAR field number in error, an edit code, an error code, and a text explanation for the reason the record was rejected. Each field in error is reported. If it was rejected due to invalid value, CPS sends the actual value of the data received from the school. A serial number and student ID is listed more than once in the EDE Error Record Report when a record has more than one field in error. See section 4, Processing Codes for additional details about rejects. The following is a list of message classes for reporting errors:

CORE04OP	Electronic Correction or Duplicate Request Errors
FDRE04OP	Rejected FDR Requests
EAPR04OP	Electronic Application Rejects
SIGA04OP	Signature Correction Acknowledgements & Errors
EREP04OP	PIN Request Errors

Handling Batch Level Rejected Records

A Batch Level Error Report is returned to you if an entire batch is rejected because of an incorrect batch number. The message classes are the same as used for rejected individual records. The layout for this report appears in the Record Layouts section. The Processing Codes section has the specific error codes and messages.

What's New and Changed in the EDE Technical Reference for 2003-2004?

Listed below you will find some of the significant changes in the *2003-2004 EDE Technical Reference*.

Section 3 Changes

The FAFSA Express/Web Hold Information Record Layout was renamed the School Web Student Signature Hold Information Record Layout.

Removed "Mailer" from the title of the Type 2 Individual PIN Mailer Request Export and PIN Error Import Record Layout.

ISIR Changes

Please refer to section 4, Processing Codes for the 2003-2004 ISIR Cross Reference table. This table is a cumulative list of changes to the ISIR.

The following fields were added to the ISIR Record Layout:

- Parent's Marital Status Date

- Reject Override A

- Reject Override C

- FAFSA Data Verify Flags

- Direct Loan Plus Master Prom Note Flag

The following fields were deleted from the ISIR Record Layout:

- NSLDS Pell Remaining Amount to Pay (1 through 3)

Section 4 Changes

Field Name and Position Cross-Reference Table

This table was modified to include a new column to list the Field Verification Flag positions.

E-mail Address Valid Content Table

Removed this table and inserted the valid content in the record layouts where appropriate.

Table of Reject Codes and How to Respond to Each

Modified Rejects:

- A is now a verifiable reject on the FAFSA and Correction Records. The end year range increased from 1927 to 1928.

- B has increased the end year range from 1986 to 1987.

- C is now a verifiable reject on the FAFSA and Correction Records. The description means that the taxes paid are greater than zero and greater than or equal to 40% of the AGI, but not equal to or greater than AGI. ~~(Does not apply to electronic or Web transactions).~~

- 16 has been modified to remove the reference to FAFSA Express.

New Rejects:

- D is for a dependent student whose Father's/Stepfather's SSN is in the invalid range.

- E is for a dependent student whose Mother's/Stepmother's SSN is in the invalid range.

- R is for a SSN match but no date of birth match.

- 9 is for a dependent student and both the Father's/Stepfather's and the Mother's/Stepmother's SSN fields are blank.

- 12 describes a record where the taxes paid are greater than or equal to the AGI. ~~(Does not apply to electronic or Web transactions).~~

Batch Level Error Message Tables

- Modified all the error code numbers.

- Added a new reject reason 07, 10 and 11.

- Deleted the former reject reason 14.

Record Level Error Messages

- Modified error codes 3 and 4.

- Deleted the former reject reasons 14, 15, 16 and 18.

Field Name and Position Cross-Reference

- Added a new column titled Field Verification Flag Position.

Message Classes

- Changed process year in the all message classes from 03 to 04.

- Increased field lengths for CORR04OP, EAPS04OP, ESFN04OP, ESFR04OP, FDRF04OP, SARA04OP, SARA04TS, SYSG04OP, TAPS04OP, TCOR04OP, TSAR04OP, YTDN04OP, YTDO04OP, and YTDR04OP from 2450 bytes to 2560 bytes.

- Increased field lengths for EAPS04IN and TAPS04IN from 650 bytes to 800 bytes.

- Renamed the RADDXXOP message class to PINRXXOP where XX is the process year.

Global Change

#S Batches

Files processed from Signature Correction files will no longer be returned in #S batches. These files will be processed and returned in the System Generated message class, SYSG04OP, as #G batches.

What's Changed in the Record Layouts Section Since the NASFAA Version?

- In the first draft of the record layouts we noted that the e-mail address in several record layouts was changed to no longer accept the pipe symbol (|) as valid content. Since the NASFAA version, we have removed this change and we will allow it as valid content for the e-mail address as we did last year.

- We changed all references to "MDE" and replaced them with "IDC" in ISIR fields 109, 116, and 132. IDC stands for Image Data Capture.

- On the NASFAA ISIR draft we noted in field 118 that "3 = Easy FAFSA" was added as an Electronic Application Entry Source Code. We have deleted this value from the field. The only change from last year is that we deleted the value of 5.

- We modified the taxable income parameter of $13,000 in ISIR field 142, Automatic Zero EFC, to $15,000.

- We added value 65 = Easy FAFSA on the Web to the Application Data Sources/Type Code on the ISIR Record layout field 163. We also corrected the value of 51 = Paper Application from an "added" field to a "modified" field.

- On the NASFAA ISIR draft we noted in field 164 that value 32 for Electronic Signature was a new Transaction Data Source/Type Code. However, in error, we did not list 32 as a valid value in the *2002-2003 EDE Technical Reference*. We also noted that field 65 was modified when the only change was to the wording.

- Since the NASFAA draft we have added "Electronic" to valid content description of value 33 = Quick Correction and added value 65 = Easy FAFSA on the Web to the following record layouts and field numbers:

  - Header Record, Field 12

  - Trailer Record, Field 12

  - ISIR Record, Field 164

- We removed "Mailer" from the title of the Type 2 Individual PIN Mailer Request Export and PIN Error Import Record Layout.

- On the FAFSA Record Layout, we modified the description for the Permanent Mailing Address, Student's Permanent City, and Student's Driver's License Number to say, "If non-blank, first character cannot be blank" instead of "If non-blank, first character cannot be **non-blank**".

- The justification was inadvertently left off of fields 112, 113, and 274 of the FAFSA Record Layout. All three fields should be left justified.

- We renamed the Signature Record Layout to Signature Record Export Record Layout to match the naming format of the other record layouts.

Getting Help

If you have concerns or questions regarding this technical reference please contact CPS/WAN Technical Support. Listed below are the areas CPS/WAN Technical Support can assist you with. For a complete listing of all FSA sources of assistance go to the FSAdownload Web site located at **FSAdownload.ed.gov** to download the *Sources of Assistance for Schools* guide.

CPS/WAN Technical Support   800/330-5947

Telecommunications Device for the Deaf   800/511-5806
(TDD/TTY)

E-mail: cpswan@ncs.com

Fax: 319/358-4260

Working hours are 7 a.m. – 7 p.m. (CT), Monday through Friday

FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists:

http://www.ed.gov/offices/FSA/services/fsatechsubscribe.html